

CIA RECORDS CENTER

ADMINISTRATIVE PROGRAM FOR FISCAL YEAR 1954

ESTABLISH ADEQUATE AGENCY RECORDS CENTER FACILITIES

a. Upon approval of the staff study currently under consideration, an adequate Agency Records Center will be placed in operation.

25X1 b. Approximately [] slots will be recommended for the Records Center T/O to operate in the first year of the expanded program.

c. Training in preparation of disposition schedules will be given to Records Center personnel to permit development of controls for the large volume of inactive record material to be received.

25X1 d. The supplemental distribution function is placed organizationally under the Records Center. The volume of new material received in the last six months was 76% greater than the first six months of the year, while the number of requests for material increased by 51%. In spite of improvements in procedure, it will be necessary to increase the personnel assigned to this function by [] in order to continue prompt service.

SECRET